



Fish Restoration & Enhancement Program Board Meeting Minutes

Date: January 16, 2020

Location: ODFW Headquarters
4034 Faievew Industrial Dr. SE
Salem, OR 97304

Current Fish Restoration & Enhancement Program (R&E) Board Members

Board Member	Board Member
Dave Grosjacques –Recreational Fisheries	Ray Monroe –Commercial Troll Fisheries
Rich Heap –Recreational Fisheries	Kay Brown –Public
Cary Johnson –Gillnet Fisheries	Susan Chambers - Fish Processing Industry
Yancy Lind –Recreational Fisheries	

Members Absent: Yancy Lind attended meeting by telephone
Ray Monroe was absent

Call to Order & Introductions

Chair Rich Heap called the Fish Restoration and Enhancement (R&E) Program Board meeting to order at 8:10 a.m. and brief introductions were made.

Yancy Lind attended the meeting telephonically and Ray Monroe was not in attendance.

Meeting Agenda Approval

The Board reviewed the meeting agenda and approved by consensus.

Approval of Meeting Minutes

The Board reviewed the September 5-6, 2019 meeting minutes. An error was noted on the top of page 2 in the last line of the “Program Budget & Administrative Updates” section. Amendment: “anadromous species” should be changed to “saltwater anglers”.

Motion: K. Brown motioned to approve the September 2019 meeting minutes as amended. The motion was seconded by C. Johnson and approved by the Board 6-0.

Director’s Office

Curt Melcher stopped in to thank the Board for their service and see if they had any questions. The Board asked if he had any feedback on how well the Board was performing given the recent changes to Board processes. The feedback was positive.

Strategic Plan Overview

Shaun Clements presented on the development of the strategic plan, its purpose, and how it relates to the Board.

Conservation and Recreation fund & RAWA

Davia Palmeri presented on the recently approved Conservation and Recreation Fund and the proposed Recovering Americas Wildlife Act (RAWA). While implementation is still being defined they discussed how the R&E Board could potentially be involved. Support is needed for RAWA. One area identified was that the R&E Board should interact with the Oregon Sportsman's Caucus.

Fish Division Priorities

Bruce McIntosh presented the 2019-21 division priorities and explained how they fit into the strategic plan. He also explained how this has set the framework for many of the projects that are being presented to the R&E Board.

Construction Project Manager

Bryce Hansen introduced himself and presented his vision and ideas for development of fishing facilities in a cost-effective manner. Additional discussion focused on future funding and the need for position authority during the next biennium. Mike Gauvin requested a POP (Program Option Package) for this position to be included as part of the budget for next biennium.

Hatchery Bundle Update

Scott Patterson reviewed the status of the current hatchery projects and provided a list of potential projects for 2021-2023.

General Discussion

The Board spent about an hour discussing what they had heard during the morning and preparing some questions for the lunch discussion.

Board Discussion with Management

During lunch several general questions and topics were discussed with managers. Below is a summary of some of those conversations.

- The Board asked Fish Division "how is R&E doing?" Ed Bowles replied he thought it was going well and then asked the board how they felt it was going and whether they felt as if they had enough say in where the funding goes. The Board seemed comfortable with where things are. Shannon Hurn asked if we had any feedback from applicants. K. Herkamp responded that while some are inconvenienced by the changes most applicants understand why we are prioritizing and seem to be okay with the changes.
- D. Grosjacques asked "what can be done to increase R&E funding without increasing license costs as people don't want that?" Other members noted that the cost of a license is comparable to other discretionary expenses and in many cases a small part of the overall cost to fish. Ed indicated that we are working on a willingness to pay model and will be looking at various ways to increase revenues while minimizing increases to the license cost. This led to further discussion about fees including such topics as a boat surcharge, a saltwater endorsement (could help determine how important marine fishing is). Shannon Hurn mentioned that some Legislators are open to new fee ideas and other changes but we will need to be strategic.
- Some concern was expressed that the number and quality of fishing guides needs to be more regulated as currently anyone can be a guide and any guide can fish on any river. Should consider having a maximum number of guides per waterway. Ed said he will look into that.
- Concern was brought up that OSP does not enforce consistent with ODFW priorities and this leads to priority issues having limited enforcement.
- D. Grosjacques asked about the status of the 25-year Angling Enhancement Plan. It seems as if it has been overshadowed by other plans and is no longer driving actions.

- Y. Lind stated that the agency should be communicating more about climate. Ed Bowles responded that this message will be increasing. In January a draft climate policy will be presented to the Commission with the final plan likely going to them in April for adoption. R&E can play a role in local investments and improve resilience.
- Y. Lind asked about the status of future water temperature related restriction as several waters are exceeding temperature targets. Ed Bowles stated that there will be discussions as part of the climate policy.

Screening and Passage Update

Alan Ritchey provided an update on screening and passage projects and current efforts to update and complete prioritization efforts for passage, screening, and now tide gates. Alan mentioned that paying for ongoing maintenance was the biggest challenge for his program.

Board Work Session

1. **New Meeting Schedule:** Kevin Herkamp presented options to consider when developing their new meeting schedule for next biennium. Discussion focused on option 2b (4 project meetings with 4 interim meetings). The consensus recommendations included:
 - a. Project meetings will occur in March/April and September each year.
 - i. Depending on the number of applications the project review meetings should be 1 to 1.5 days to give the applicants and board enough time to consider the projects. Board business should occur on the half-day or day before or after project review to reduce meeting fatigue.
 - ii. If there is time for a tour at a project review meeting, the tour should occur the day before the meeting as many times there are projects on the tour that are also being reviewed.
 - iii. Kevin Herkamp will develop calendar options, based on feedback from the Board and the actual 2021-23 calendar will be voted on at the May meeting.
Consideration: Avoid the PFMC meetings in early March, early April, and early September. Also avoid spring break.
 - b. Interim meetings will occur between project review meetings and will be set based on opportunities and conflicts.
 - i. The winter meeting will be telephonic and scheduled sometime between November and January. Final dates will be based on management availability.
 - ii. The summer meeting will likely be field tour based and occur between May and August. Final dates will be based upon relevant field opportunities.
 - c. Tours should attempt to align with strategic plan supported activities.
2. **September 2020 Meeting:** The Board set their September 2020 meeting to align with the STEP Advisory Committee that is scheduled for September 25, 2020. Dave Grosjacques moved to hold the R&E meeting on September 23, 2020 in Brookings and have a joint tour with STAC on September 24, 2020. Susan Chambers seconded the motion and the motion passed by a vote of 6-0.
3. **Operating Guidelines:** Kevin Herkamp presented the current guidelines and prioritization documents.
 - a. Kevin will provide a version of the operating guidelines that incorporates updates related to HB42 and other policies. The Board will then provide comments back to Kevin in time for a revised version to be developed prior to May meeting. Further discussion and possible vote will occur in May.
 - b. Kevin will be discussing the prioritization document with staff in mid-February and provide a revised version for board comments. The Board will then provide comments back to Kevin in time for a revised version to be developed prior to May meeting. Further discussion and possible vote will occur in May.

- c. Need to include some language that decisions on projects are based on how well projects connect to the Strategic Plan and Fish Division Priorities.

4. **Future Agendas:**

- a. May 2020 should include review and approve revised operating guidelines.
- b. May 2020, adopt 2021-23 meeting schedule.
- c. May 2020, short session update. Should have that in summer interim meeting in subsequent years.
- d. May or Sept 2020 work on completion reporting and partnerships as outlined in operating guidelines.
- e. September, Board elections should be a standing item each year (or during winter meeting).
- f. September 2020 should have review of bundle grant concepts and frequent bundle updates after that.
- g. September 2020, pre-Legislature update
- h. September 2020, invite Commission Chair.
- i. September 2020 or winter interim meeting get an update on the statewide trout study.
- j. At each meeting Board members should come prepared to discuss projects in their area.

Budget Update

Michael Gauvin provided an update on some recent budget concerns.

- Due to union contract negotiations, the actual personnel costs for staff is higher than projected. We are developing a plan that does not request additional funds from the Board, rather we will ask to move savings from other administrative grants to cover this overage. A request will be submitted in May.
- Recently we were informed that our projected R&E expenditures would exceed our limitation and we would need to cut potentially \$250,000 in spending. We are looking into the issue as our numbers do not show that. Post meeting follow up: Due to an error personnel costs were being double counted, our original projections were correct and no cuts are needed.

Friday January 17, 2012 – Field Tour

7:30 a.m. – 4:00 p.m.

Bryce Hansen and Jeff Davis lead a tour to the Toledo High School and Marine Resources Program in Newport. In attendance were Rich Heap, Dave Grosjacques, and Susan Chambers. Ray Monroe joined part way through.

The board members present were impressed with both the Toledo High School work on developing amenities for R&E funded fishing facilities and believes Bryce has done an outstanding job of coordinating with school leadership. The members also appreciated reviewing the ODFW Marine Resources Program and seeing projects, both completed and in-process, for which R&E funds were used.

ACTION ITEMS AND TOPICS FOR FUTURE DISCUSSION

- Board
 - Since the Commission is mostly new, the Board should attempt to have another joint tour with the Commission and get to know their local Commissioners.
 - Interact with the Oregon Sportsman's Caucus. Need to work with Shannon to connect the Board with upcoming Caucus events.
 - Invite Commission Chair to September 2020 meeting
 - Provide comments back to Kevin on operating and prioritization guidelines
 - Visit projects in your area and report on them at Board meetings.
- Staff
 - Update application form to include:
 - Is this identified in ODFW Strategic Plan? Explain.
 - Has this proposal or similar proposal for this project location been denied by OWEB or other restoration funding source?
 - Update and send operating and prioritization guidelines to Board.
 - Invite R&E members to IRT meetings.
 - Present administrative budget adjustments in May 2020.
 - Present 2021-2023 calendar in May 2020.

April 28, 2020

RE Board members,

Due to COVID-19, ODFW license sales have been down sharply. We are anticipating that this may lead to a significant reduction of the R&E Fund. To help buffer this shortfall, staff has been directed to maintain an ending balance of at least \$500K. The following strategy has been developed in attempt to minimize the impact to currently approved projects.

1. **Administrative budgets:** Freeze \$110K in administrative accounts that the program staff directly manage. See table below for a comparison of the current and proposed administrative budget.
 - a. **Reworking program staff budgets.** The R&E and STEP Program operating budgets are split into three sections. The first section is for R&E administration and includes \$732K for the coordinator, assistant, supplies, board travel and meetings, and the construction project manager.
 - i. During 2019 union contract negotiations, state employees were granted significant increases in salaries and benefits beyond what had been budgeted for (or anticipated). Based on these changes, projection indicated that the larger than anticipated personnel costs would exceed the line item amounts presented to the Board for personnel expenses by about \$32K for R&E administration staff and \$19K for the CPM.
 1. R&E Administration: Due to salary savings during the administrative assistants absence and reduced travel expenses for meetings, the R&E administration budget has been balanced. This includes minimizing board travel to only two in-person meetings (cycle 5 and cycle 1) for the remainder of the biennium.
 2. Construction Project Manager: We are not able to make up the salary difference through cost savings. To balance the budget, we are seeking approval to remove the pilot maintenance program. Due to COVID-19 and current workload it is unlikely that the pilot program will be implemented this biennium. .
Board Action: No increase in current budget allocation but approve eliminating \$20K from the pilot maintenance program and using those funds to cover personnel expenses.
 - b. **Savings/reductions from R&E non-Administrative budgets.** The second section is for the R&E non-administrative budget which includes \$172K for program publicity, grant management system, and emergency grants.
 - i. **Publicist:** The contract for FishWorks and videos has ended and all invoices have been paid, leaving about \$33K remaining in this line item. While we have some ideas for publicity none of them are in play and likely would not be until sometime in 2021. Plan to administratively hold these funds and not spend them unless the ending balance is acceptable and we have solid marketing plan.
 - ii. **Grant system:** Currently we are realizing some cost savings in this portion of the budget. We will administratively hold \$3,500 to help achieve our goal.
 - iii. **Emergency Grants:** We are half way through the biennium and have only awarded \$15K of the budgeted \$100K. The proposal is to administratively hold back \$35K, leaving \$50K available for the remainder of the biennium. The \$35K could be awarded if the ending balance is projected to be acceptable.
 - c. **Savings/reductions from the STEP non-administration budgets.** The final section is STEP non-administration and includes \$271K for mini-grants, education, and fish feed.
 - i. **Mini-grants:** STAC has awarded just shy of \$41K for this biennium. The proposal is to administratively hold back the unawarded \$9K for now. Prior to their next meeting and funding cycle in September a decision will be made to continue to hold the funding or release it if the projected ending balance is acceptable.

- ii. **STEP Education:** Just under \$10K has been expended leaving about \$20K remaining. The proposal is to hold back on spending of \$10K until such time as the ending balance is projected to be acceptable.
- iii. **STEP Fish Food:** There is \$20K in reserve that is not planned to be spent this biennium. This would be held in reserve unless needed and the ending balance is projected to be acceptable.

R&E Administrative Budget for 2019-2021	Budgetted	Proposed	Difference
R&E PERSONNEL			
R&E/STEP Program Coordinator & Assisant	\$ 439,409	\$ 456,909	\$ (17,500)
Supplies and Services, uniform, training	\$ 12,000	\$ 12,000	\$ -
Board meetings, and other travel	\$ 44,500	\$ 27,000	\$ 17,500
Total R&E Admin	\$ 495,909	\$ 495,909	\$ -
Construction Project Manager			
Construction Project Manager (@Step 4)	\$ 168,310	\$ 187,310	\$ (19,000)
Supplies and Services (phone, office supplies, uniform, computer)	\$ 10,500	\$ 10,500	\$ -
Maintenance Pilot Program	\$ 20,000	\$ -	\$ 20,000
Travel	\$ 38,000	\$ 39,000	\$ (1,000)
Total CPM	\$ 236,810	\$ 236,810	\$ -
TOTAL: ADMINISTRATION	\$ 732,719	\$ 732,719	\$ -
Program Publicity			
RE/STEP Program Publicist	\$ 50,000	\$ 16,760	\$ 33,240
Grant Management System			
Electronic Application Support and Maintenance	\$ 22,500	\$ 19,000	\$ 3,500
Emergency Grants			
Emergency grant fund	\$ 100,000	\$ 65,000	\$ 35,000
TOTAL: RE NON-ADMINISTRATION	\$ 172,500	\$ 100,760	\$ 71,740
STAC Mini-Grants			
Mini-Grant	\$ 50,000	\$ 41,000	\$ 9,000
STEP Education			
Tanks and Chillers and workshops	\$ 30,000	\$ 20,000	\$ 10,000
STEP Fish Food			
Fish Feed	\$ 191,000	\$ 171,000	\$ 20,000
TOTAL: STEP NON-ADMINISTRATION	\$ 271,000	\$ 232,000	\$ 39,000
RE and STEP Combined Total	\$ 1,176,219	\$ 1,065,479	\$ 110,740

2. **R&E Grants:** Below is an outline to provide an additional \$230K buffer. While we are trying to get ahead of the curve, we are also trying to limit the impact to grant awards as many projects are already underway. Given the current uncertainty in revenue we are also trying to limit cuts and reductions until we know more.
- a. **Anticipated savings/returned funds.** Three of the four projects below (19-005, 19-007, 19-018) are completed and planning to return funds. The fourth (19-006) will be completed in the winter of '21 and expects to have at least \$5,000 in savings.

Project#	Project Name	Project Sponsor	Awarded	Anticipated Savings
19-005	Peterson Point Property Acquisition	ODFW North Coast	\$69,450.00	\$16,359.21
19-006	Necanicum River Winter Steelhead Monitoring & Evaluation	ODFW North Coast	\$122,600.00	\$5,000.00
19-007	Grande Ronde Volunteer Broodstock Collection	ODFW Grande Ronde	\$28,077.00	\$3,000.00
19-018	Chewaucan River Fish Screening Upgrades	ODFW	\$15,000.00	\$3,000.00
				\$27,359.21

- b. **Bump projects to 2021-2023.** Due to COVID these two projects were not able to be completed as planned in 2020. They are requesting an extension of the grant end date into next biennium. This will save nearly \$150K more from this biennium. Board Action: Authorize Coordinator to extend grant deadlines for COVID delayed projects into 21-23 biennium.

Project#	Project Name	Project Sponsor	Awarded	Defer to 21+
19-002	Statewide Trout Stock Evaluation (Tag Reward)	ODFW Headquarters	\$135,780.00	\$100,000+
19-014	Upper Phillips Dam Passage & Ditch Efficiency	Applegate Partnership	\$48,816.00	\$48,816.00
				148,816.00

- c. **Administrative holds.** The Construction Project Manager has identified a series of opportunities to generate cost savings and it is anticipated that these projects will see at least 10% in savings. Since the fishing facility bundles are larger and controlled by program staff, these funds will be administratively held back and only spent if necessary and the ending balance is acceptable.

Project#	Project Name	Project Sponsor	Awarded	Admin Hold
19-013	ODFW Angler Access Improvements Phase 3 (Marr Pond)	ODFW Enterprise	\$270,000.00	\$25,000.00
19-022	ODFW Fishing Facility Improvements Bundle 2019-21	ODFW Rec Fish	\$323,320.00	\$30,000.00
				\$55,000

3. **Potential project cuts.** The following projects will be evaluated by June if additional cuts are needed. Depending on the depth of reduction needed, additional projects may be considered but are not currently proposed. Some things that will affect the decision include:

- a. The next revenue forecasts will be released in May.
- b. Willamette Falls: We should have bids for Willamette Fall by the end of May. We believe this project will come in under budget but won't know how much until the bids are received. Excess funds would be returned.
- c. We may know if stimulus funding will be used for Willamette Falls, resulting in savings of up to \$2M.
- d. We will know if 19-008 will be able to happen, as COVID guidelines will be challenging to meet.
- e. We will have updated budgets for the fishing facility projects based on the new designs.

Project#	Project Name	Project Sponsor	Awarded	Possible cuts
19-001	ODFW Restoration Bundle Willamette Falls Ladder	ODFW Headquarters	\$1,999,400	\$200,000-\$2,000,000
19-006	Necanicum River W. Steelhead Monitoring & Evaluation	ODFW North Coast	\$122,600.00	\$60,000.00
19-008	Internships Invasive Fish Removal in High Lakes	OSU	\$28,621.00	\$15,612.86
19-013	ODFW Angler Access Improvements - Marr Pond	ODFW Enterprise	\$270,000.00	\$25,000.00
19-022	ODFW Fishing Facility Improvements Bundle 2019-21	ODFW Rec Fish	\$323,320.00	\$30,000.00
				\$130K-\$2.1M

Summary of Proposed Actions

Initial Actions	\$341,915
STEP and RE Account, Admin Hold	\$110,740
Project Savings	\$27,359
Deferred Projects	\$148,816
Holdback	\$55,000
Previously Estimated Ending Balance	\$167,052
Current Buffer	\$508,967
Potential Cuts	\$130,000 to \$2,100,000
Potentially Buffer	\$838,967 to \$2,608,967



Fish Restoration and Enhancement Program

Proposed 2021-2023 Biennium Application Deadline and Meeting Schedules

Cycle	Application Deadline	R&E Board Meeting Date	R&E Board Meeting Location	Commission Meeting
Cycle 19-5	July 12, 2020	September 23, 2020	Brookings	December 11, 2020
Cycle 21-1	January 3, 2021	Tuesday, March 16, 2021	Salem	May 2021
Cycle 21-2	July 11, 2021	Friday, September 24, 2021	TBD	December 2021
Cycle 21-3	January 3, 2022	Tuesday, March 15, 2022	TBD	May 2022
Cycle 21-4	July 12, 2022	Friday, September 23, 2022	TBD	December 2022
Cycle 23-1	January 2023	March 2023	Salem	May 2023

Schedule Framework

- Application deadlines typically the first Sunday in January and first Sunday after the 4th of July.
- Project review meetings will occur in mid-March and late September each year.
- Cycle 1 will likely be a two-day meeting (1-day projects, 1-day business) and will be located in Salem at ODFW HQ.
- March meetings need to occur earlier in the week as there is likelihood of Commission meeting during the end of that week.
- We eliminated cross biennium cycle. Cross biennium projects must apply in current biennium with statement they will need to continue funding in the next biennium, then apply for the subsequent portion during cycle 1.

NOTES:

- Dates subject to change. Please call the R&E Program for changes at (503) 947-6232 or (503) 947-6211.
- Projects submitted on or before each deadline will be reviewed by the R&E Board at the applicable meeting.
- Projects recommended by the R&E Board will be presented to the Commission for approval at the listed Commission meeting. Funding is not available prior to Commission Approval.